

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 5-2, Change 2

3 August 2000

ADMINISTRATIVE MATTERS

Scenesetters and Support of Selected DV Travel

Replace Appendix B with the attached.

FOR THE COMMANDER IN CHIEF:

OFFICIAL

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DISTRIBUTION:
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This Change changes USEUCOM Staff Memorandum 5-2, dated 7 January 2000 and SM 5-2, Change 1, dated 22 June 2000.

APPENDIX B

OPR Scenesetter (SS) Guide

1. Maintain contact with designated offices (see Appendix A) for upcoming Distinguished Visitor (DV) travel plans. This step should be done weekly. A custom search should also be set up on the Automated Message Handling System (AMHS) to retrieve all relevant DV travel messages. Notification may also be received through the Pentagon LNO or through SJS channels. Once a trip is confirmed, begin working the SS and do not wait for formal tasking. The Action Officer (AO) assigned the SS will contact the DV's office to facilitate the trip and confirm the details.
2. SS for non-CODELs are typically done in classified message format. This message will be a "Personal For (P4)" from the CINC, and will contain the appropriate P4 greeting and closing salutation. SS for CODELs will be done as unclassified letters, and normally contain a more generalized overview of the issues. Otherwise, their production and promulgation will follow the same procedures as those for non-CODELS.
3. The AO will confirm which countries the DV will be visiting. One or two paragraphs per country/topic is standard in scenesetters. Countries for which refueling layovers are the only reason for the stop should not be included, unless some other purpose is being served while there (e.g. military briefings). Again, only a brief overview providing the USEUCOM perspective is required. If visit is extensive, or the DV is visiting specifically for military reasons (e.g. MILCON visit) then the SS should be expanded to provide more information as appropriate. Current CINC guidance is to include a Balkans update in every letter despite the purpose or area of visit. Additional information, such as readiness or quality of life, may also be appropriate depending on DV's position and interests.
4. The AO will determine if the DV has previously traveled within the USEUCOM Theater and will adjust opening sentence accordingly. Standard opening and closing are used with concise country (or topic) related paragraphs in-between. The scenesetter should be two to three pages in length unless numerous countries are being visited. Concise information expressing the USEUCOM perspective is the goal.
5. A Staff Summary Routing Sheet (SSRS) will forward the SS for approval, detailing the Who, What, When and Where of the DV travel. The Who will include a comprehensive list of all DVs (but only one SS will be sent, addressed to the senior member of the delegation). The What should include meetings and briefings scheduled during travel. The When and Where should include the itinerary for the visit. Also annotate the latest contact made by the AO with stateside point of contact regarding the travel. The package will be built and forwarded IAW USEUCOM

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Staff Memorandum 5-5, the Staff Officer Reference Guide. After appropriate staffing, the package will be forwarded to the SPASACs for CINC approval. **To ensure questions from the CINC's office can be quickly addressed and answered, each discrete paragraph or section of the scenesetter message or letter must have a corresponding, actively engaged SME/POC (who authored the paragraph or section) listed on the SSRS with name and phone number. If the SME/POC will be on TDY/leave during the period of review and approval, a knowledgeable alternate must also be listed on the SSRS.** Once CINC has approved, a CODEL letter will be faxed directly to the party by SPASAC Admin: for a non-CODEL message, SPASACs will pass approval to SJS or the ETCC, who will transmit the message.

6. In building the letter or message, the AO should glean information from standard paragraphs on shared drives, and update it to reflect changes in the situation and current EUCOM issues (e.g. situation in Kosovo, world events). The AO then chops the text through Country Desk Officers and/or Subject Matter Experts (e.g. J-3 Readiness, J-4 MILCON). This requirement should be channeled through the appropriate Directorate Executive Officer when necessary.

7. POLAD chop may also be required, but should be obtained after Desk Officer and Subject Matter Expert chop is incorporated. If timeliness requires, this can be done simultaneously.

8. The AO finalizes the package and sends it up the Chain of Command through the DCINC. The package is then electronically transmitted by SJS to SPASAC Admin. SJS will return hard-copy package (electronic copy for CODELs) to the AO. Delivery/release of the final product is the responsibility of SPASAC Admin for CODEL letters and SJS/ETCC for non-CODEL messages.

9. Once the final SS is approved/released by the CINC, the AO should update SLAN shared-drive country/topic folders as appropriate (put the date of the update at the top of the page).

10. SS Format:

(NOTE: There is a very helpful non-CODEL scenesetter message reference section on the SJS SLAN Web Page. This site also holds copies of recently approved and transmitted scenesetter messages.)

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a. Opening Paragraph:

(1) P4 Message.

"RMKS/1. (U) TONY, WELCOME (BACK) TO THE AOR. IN PREPARATION FOR YOUR UPCOMING VISIT, THOUGHT IT MIGHT BE USEFUL TO PROVIDE THE MOST CURRENT EUCOM PERSPECTIVES ON....."

(2) CODEL Letter.

"Dear Senator/Representative/Chairman Jones:

Welcome (back) to the U. S. European Command (USEUCOM) Area of Responsibility (AOR). Thought a USEUCOM perspective onmight be useful."

b. Body. Paragraphs on regions, countries, operations, and other events pertinent to the DV's itinerary within the AOR

c. Closing Paragraph:

(1) P4 Message.

"4. (U) BEST WISHES FOR A SAFE AND PRODUCTIVE TRIP. ANY FEEDBACK YOU HAVE AFTER THE TRIP WOULD BE APPRECIATED."

(2) CODEL Letter.

"Please accept best wishes for a safe and productive trip. Would appreciate your comments on how we can be of further assistance."